



POSITION ANNOUNCEMENT

Nancy S. Grasmick
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF ACCOUNTABILITY AND ASSESSMENT

July 29, 2005

CONTRACTUAL POSITION 167-05

POSITION TITLE:	Staff Specialist II (Research Assistant)
SALARY:	State Salary Grade 16 Annual Salary Range: \$38,578 - \$54,074
LOCATION:	200 West Baltimore Street Baltimore, Maryland
NATURE OF WORK:	This is a professional <i>contractual</i> position serving as a Research Assistant responsible for providing direct, specialized, and technical assistance in the conduct of educational research projects designed to provide information required to meet the Department's educational accountability requirements.
DUTIES AND RESPONSIBILITIES:	Collects and edits student and school level data from local school systems and from MSDE databases; creates a data collection system for acquiring student information from the local 24 school systems; maintains data security for all collected data; creates and executes SAS programs to evaluate acquired data for completeness and accuracy; creates and edits SAS programs to perform logical edits in order to rectify data inconsistencies and anomalies; creates and executes SAS programs to produce descriptive and analytic statistics on student performance.
MINIMUM QUALIFICATIONS:	<p><u>EDUCATION:</u> Possession of a Bachelor's Degree from an accredited college or university in Education, a Social or Behavioral Science, or a related area.</p> <p><u>EXPERIENCE:</u> Two years of professional research or data management experience is required; Experience in support of survey or research projects is desired.</p> <p><u>NOTES:</u></p> <ol style="list-style-type: none">1. Applicants may substitute additional experience as defined above for the required education at the rate of one year of experience for one year of education, for up to four years of the required education.2. Part-time experience will be prorated at the appropriate percentage of full-time employment.3. Applicants may substitute post baccalaureate course work for the required experience at the rate of 30 credit hours for each year of the required experience.
ESSENTIAL REQUIREMENTS:	Knowledge of research principals; skill in using SAS programs; skill in creating data collection systems; ability to coordinate, organize and manage multiple tasks, timelines, and assure timely production and delivery of materials; ability to establish and maintain effective harmonious working relationships; ability to work effectively as a team member; ability to communicate effectively, both orally and in writing.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCEDURE FOR APPLICATION:

Applicants must include their resume and complete a Maryland State Department of Education (MSDE) Application for Employment indicating application for Position #CTR 167-05. The Application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. Completed Applications must be directed to the Staff Employment Section within the Office of Human Resources at the address on the Position Announcement or faxed to 410.333.8950.

For inquiries or an MSDE Application, contact 410.767.0019 or TTY/TDD 410.333.3045, or visit our website at www.marylandpublicschools.org/MSDE/aboutmsde/jobs. All applications must be received by the Closing Date. *Appropriate accommodations for individuals with disabilities are available upon request.*

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the state are required. The selected applicant must consent to a criminal background investigation as a required security procedure for all employees who have access to data systems. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

Open Until Filled